



news and information
for employees of the
City of Saint Paul

April 1, 2005

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Microsoft Office 2003 - Conversion and Training

*By Cindy Mullan
Information Services*

As training continues for Microsoft Office 2003, users are encouraged to begin converting their documents from Corel WordPerfect to Microsoft Word. You are responsible for converting your documents, and by starting conversions early, you can help us identify documents that may need special attention. Information on how to convert documents was presented at the auditorium training sessions and can also be found at http://spnet.ci.stpaul.mn.us/msword/wp_to_word.html. Please remember that once you have successfully converted your file, you should remove the original WordPerfect format document to clear up disk space on the file server.

So far, about 300 employees have attended the auditorium training sessions for Microsoft Office. If you have not attended one of these sessions but want more information about how to convert documents, eLearning, or Word Help, please consider attending one of the three remaining auditorium sessions. These sessions are on April 5, 2005 at the Court House. Hands-on classroom sessions are also scheduled in April, May and June to cover



Word Basics, Tables/Columns, Styles/Merges, and Macros/Templates. Contact Lauri Woolstencroft to register for either the auditorium or hands-on sessions.

One important training option that all employees can easily take advantage of is e-learning. The eLearning option allows you to select training specific to your skill level and needs when you want it. You can skip lessons on functionality that you already know and target areas where you need to develop skills. To access the eLearning sessions simply click on the eLearning icon found on the Microsoft Office 2003 Migration intranet page located at <http://spnet.ci.stpaul.mn.us/msoffice/>.

Please print this for your co-workers. The City is continuing to save money by not producing printed copies of the City Update, but still needs to communicate to all employees. Please help by printing this newsletter (preferably back-to-back) for workers in your area who do not have computer access. Thank you.

Firefighter Exam Pre-retirement Planning Seminar Reminder



Nearly 1,400 applicants showed up to take the written exam for firefighter, filling the basement of RiverCentre. Pulling off this logistical challenge required the hard work of many City employees, from several different departments — a big thanks to all who helped.

If you're planning to retire in the next ten years, and you haven't attended one of the City's pre-retirement planning seminars, now is your chance!

The pre-retirement planning seminar is a long-range planning seminar designed to help you take practical steps now to enable you to spend your retirement years as you choose.

Information about Social Security, public pensions, legal readiness, estate planning, financial planning, deferred compensation, enrichment opportunities and employee benefits will be presented by experts in their fields.

The seminar is scheduled for three Wednesdays: May, 4, 11 and 18 from 8:30 a.m. to 12:00 noon. All sessions will be held in Room 40 A&B of City Hall. We request you do not register unless you can attend all three sessions.

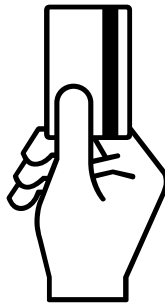
Register by e-mail or by phone: include department, phone number and your spouse's name if he/she will be attending. Send your e-mail to Brenda.Ullrich@ci.stpaul.mn.us or call Brenda at 651-266-6535. Registration is limited to the first 50 applicants. NOTE: You must use personal time to attend.



Do You Have Your Debit Card?

Debit card use is taking off - people are using them at checkout counters, when shopping online, or even when paying bills. A Credit Union Debit card looks like a credit card, but when you make purchases, the dollar amount is deducted from your checking account. What else will you love about CCCU's Debit Card?

Convenience - It's quicker to pull out a plastic card than to write a check. It's also easier to track spending with cards than with cash, and using plastic eliminates the need



to even carry cash.

Cash back - When you swipe your card in the checkout aisle and press "debit," you can usually request cash

back. In addition, your debit card can be used at ATMs, giving you free access at CO-OP Network machines.

Wide acceptance - Your debit card will be accepted at locations

world wide displaying the MasterCard logo, while many merchants are reluctant to accept out-of-area checks.

Security - Security features built into debit cards help merchants verify that you are the one making the payment.

Ready to get your card? Call us at 651-225-2700. As a City of St. Paul employee, you're already eligible to be a CCCU member!

City & County Credit Union is federally insured by the National Credit Union Administration.

City job openings as of April 1, 2005

Application deadline	Job title	Bi-weekly or hourly salary rate	Exam date
04/04/05	Coordinator of Administrative Support (prom)	\$1,477.63 bi-weekly	See Job Ann
04/11/05	Meter Reader	\$1,159.40 bi-weekly	See Job Ann
04/12/05	Water Service Supervisor (prom)	\$1,981.58 bi-weekly	See Job Ann
04/12/05	Meter Operations Supervisor (prom)	\$2,091.61 bi-weekly	See Job Ann
04/13/05	Research Analyst II	\$1,518.42 bi-weekly	See Job Ann
04/15/05	Parks Worker I (seasonal/temp)	\$7.75/\$8.42 per hr	See Job Ann
04/15/05	Emergency Communications Ctr Telecommunicator	\$1,465.62 bi-weekly	See Job Ann
04/18/05	Code Enforcement Aide	\$1,109.21 bi-weekly	See Job Ann
04/18/05	Landscape Architect I	\$1,471.63 bi-weekly	See Job Ann
04/29/05	Fire Protection Engineer	\$2,040.16 bi-weekly	See Job Ann

Note: Call or visit the Office of Human Resources to receive the official job announcement for these positions. Location: 400 City Hall Annex. Phone: (651) 266-6500 or visit the web site: www.ci.stpaul.mn.us/jobopenings. For jobs announced after March 28, 2005, please call our 24-hour job line, (651) 266-6502.